

**The Department of Social Services
Anticipated Job Opportunity**

Health Program Assistant 1 / Connecticut Careers Trainee

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Posting Date: November 7, 2006

Closing Date: November 21, 2006

The Department of Social Services is presently recruiting to fill one (1) Health Program Assistant 1 position located in our Hartford Central Office Alternate Care Unit (Position #32638). This position will be under-filled at the Connecticut Careers Trainee level.

Open To: The Public and State Employees

Position: Connecticut Careers Trainee

Bargaining Unit: Health Care (P-1)

Salary Range: \$38,799 - \$52,498 annually (FP 15)

Location: 25 Sigourney Street, Hartford, CT

Duties & Responsibilities: The incumbent in this position will receive training in reviewing Access Agency's Home Care Program, client records and performing administrative reviews, processing client satisfaction surveys, monitoring Access Agency reports and working on special projects. Provider Reviews, client home visits and writing summary reports are also required. The incumbent in this position also will review and analyze data and reports submitted by contractors. Extensive telephone contact and follow-up are also required.

EXPERIENCE AND TRAINING:

HEALTH PROGRAM ASSISTANT 1:

General Experience: Five (5) years' experience in a professional capacity in a health organization. A health organization is defined as a large multi-dimensional agency with responsibility for administering health programs.

Substitutions Allowed:

1. College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.
2. A Master's degree in public health, health education, hospital administration or public administration or other closely related field may be substituted for the General Experience.

CONNECTICUT CAREERS TRAINEE:

Possession of a Bachelor's or Master's Degree. In specific job areas, a degree in a field related to that job area may be required.

SPECIAL REQUIREMENT: Incumbents in this class may be required to travel.

NOTE: This position may be filled by a mandatory candidate from Re-employment and SEBAC Lists to whom we are obligated to give priority consideration.

APPLICATION PROCEDURE: Candidates should complete an "Application for Examination or Employment" (PLD-1). The PLD-1 Application Form may be downloaded from the State of Connecticut's Department of Administrative Services Human Resources Services Website at: [www.das.state.ct.us/exam/default.asp#APPLICATION FORMS](http://www.das.state.ct.us/exam/default.asp#APPLICATION_FORMS). Please forward your completed PLD-1 to:

**Maria Taylor, Human Resources Specialist
Department of Social Services
Human Resources Division
12th Floor, 25 Sigourney Street
Hartford, CT 06106
Fax: (860) 951-2979**

Applications must be received on or before November 21, 2006 Close Of Business

An Equal Opportunity / Affirmative Action Employer